



HUMAN RESOURCES NOTICE

U.S. Embassy, Buenos Aires

Vacancy Announcement No 08/11
May 17, 2011

OPEN TO:	All Interested Candidates
POSITION:	Agricultural Assistant – FSN 9/FP 5
OPENING DATE:	May 17, 2011
CLOSING DATE:	May 31, 2011
WORK HOURS:	Full time; 40 hours/week.
SALARY:	Ordinarily resident: FSN-9 on the local compensation scale Not-ordinarily resident: FP-5

NOTE: ALL NOT-ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Buenos Aires is seeking an Agricultural Assistant to work in the Agricultural Affairs Office.

BASIC FUNCTION OF THE POSITION

The incumbent is relied upon as an expert in administrative duties of the Office of Agricultural Affairs and serves as the FAS budget analyst. S/he is also expected to perform secretarial and public relations duties related to the coordination of official and non-official visitors, handles general inquiries from the public, coordinates office staff travel, organizes and maintains office files and organizes official receptions.

S/he also provides direct technical and analytical support related to commodity reports in Argentina, Uruguay and Paraguay to staff in the office including the Agricultural Counselor, the Agricultural Attaché, and the Ag Specialists. This involves data collection, and analysis of government policies and agricultural trade and production statistics. Incumbent develops and maintains a broad range of contacts in the agricultural sector, both local and U.S. S/he possesses a good, general understanding of how the agricultural sector fits into the Argentine economy and politics. S/he must continually display sound judgment and under his own initiative, develops expertise in all typical fast-breaking issues.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion. *The job knowledge and skills / abilities detailed below are required for the full performance of the job.*

- Possession of bachelor degree in agriculture related field, such as agronomy or agricultural economics, etc. is required.
- Level IV (fluent) in both English and Spanish is required. (this will be tested)
- Prior work experience: One year of work experience related to Argentina agriculture and/or laws and regulations relating to international trade required.
- Job knowledge: Basic knowledge of the agricultural sector in Argentina, Uruguay and Paraguay required. Requires knowledge of U.S. Department of Agriculture policies related to procurement, budget, travel and financial procedures and regulations. Requires in-depth working knowledge of FAS organization, functions, services and procedures. Thorough understanding and grasp of FAS program goals and reporting practices. Required knowledge in software applications, GAINS reporting computer system, CRM, World Trade Atlas, NOSIS, Microsoft Office.
- Skills and Abilities: Tact, initiative, resourcefulness, analytical ability, drafting ability, dependability, good judgment, ability to work cordially and productively in a team environment. Ability to carry out assignments with minimum supervision. Able to travel with Agricultural Counselor and/or Attaché domestically and internationally if necessary. Must be able to independently develop and maintain a large number of important outside contacts with key GOA and private sector officials. Available to work after hours when required, including weekends. Ability to operate a computer and the internet to find, enter, analyze and retrieve data. Computer skills are essential.



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SELECTION CRITERIA

When equally qualified, U.S. Citizen Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. It is contrary to Mission policy to employ more than one local employee ("Foreign Service National" or "FSN") family member, or to employ a close relative of an FSN already employed.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen Eligible Family Members who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS – 174); **or**
2. A current resume or curriculum vitae indicating education, experience, language level and knowledge according to requirements.
3. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

Human Resources Office
Av. Colombia 4300; or
fax to 5777-4201; or email
buenosaires-rrhh@state.gov

DEFINITIONS

1. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority who do not meet the definition of AEFM below.
2. Appointment Eligible Family Member (AEFM): A type of Eligible Family Member (EFM) that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - a. U.S. citizen;
 - b. Spouse or dependent who is at least age 18;
 - c. Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
 - d. Does not receive a U.S. Government annuity or pension based on a career in the U.S. Civil or Foreign services.
3. Member of Household (MOH): A MOH is a person who 1) has accompanied, but is not/not on the travel orders of a U.S. Citizen Foreign or Civil Service employee or uniform service member permanently



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- assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
 5. Not-Ordinarily-Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of Foreign Service, General Schedule, and uniformed service members who are eligible for employment under an American U.S. Government pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: 05/31/2011

The U.S. Mission in Buenos Aires is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.
